



## How to enter the Awards

Select the category you wish to enter.

- Carefully read the category entry criteria.

Complete your entry, including all sections as outlined in the entry criteria.

- Ensure your entry provides sufficient detail about your initiative and the results obtained.
- The judges will be looking for evidence supporting the results you outline in your entry.
- Critically review your entry – is it concise and accurate; has it been spell and grammar checked?
- Ask yourself – would a person not familiar with the local health system clearly understand my organisation, my initiative, what has been achieved and what opportunities there are for further development?
- **Be compelling. To get your entry through to the finals judges you need to win hearts as well as minds – so be accurate, precise and passionate. Tell 'the story' well.**

Complete the cover sheet.

- Each entry must have a completed cover sheet. The cover sheet information does not form part of your entry from a judging perspective.
- The cover sheet information is important for the awards programme organisers who will contact you if necessary.
- The information you provide in the cover sheet will be used for promotional and award presentation materials and therefore should be accurate and include all relevant information.

**NOTE IMPORTANT CHANGE FROM PREVIOUS ENTRY CRITERIA – all entries must be submitted to the organisers after review and sign off by your relevant CEO and/or GM/senior executive (as indicated on entry form cover sheet).**

**When preparing your entry allow sufficient time for this step to be completed.**

Submit your entry.

- Send by email to [hbhealthawards@hbdhb.govt.nz](mailto:hbhealthawards@hbdhb.govt.nz). The electronic file will be submitted into the judging process.
- Send **one hard copy** of your entry to 2017 HB Health Awards, Communications Service, Hawke's Bay DHB, Private Bag 9014, HASTINGS 4156. This copy is required as verification of your electronic entry.
- Entries will be reviewed for completeness. If any of the required information is missing or incomplete - entries will be returned to contact person.



2017 HB Health Awards,  
Communications Service  
Hawke's Bay District Health Board  
Private Bag 9014, Hastings 4156  
Email: [hbhealthawards@hbdhb.govt.nz](mailto:hbhealthawards@hbdhb.govt.nz)

- Early entry is therefore encouraged as entrants may resubmit entries at any time until the closing deadline (noon Friday 28 July 2017).

If you have any questions regarding how to enter the Awards please either email:

[hbhealthawards.@hbdhb.govt.nz](mailto:hbhealthawards.@hbdhb.govt.nz)

Or contact:

- Annie Quinlivan, phone 878 8109 ext 4683
- Pauline Buckman, phone 878 8109 ext 4708

## Important Dates

- Awards open for entries on Monday 9 June 2017 – entrants have seven weeks in which to submit their entry.
- Entry submission period closes noon, Friday 28 July 2017.
- Entries will be reviewed for completeness. If any of the required information is missing, incomplete entries will be returned to contact person. Early entry is therefore encouraged as entrants may resubmit entries at any time until the closing deadline (noon Friday 28 July 2017)
- Announcement of finalists, category winners and Supreme Award winner at the Hawke's Bay Health Awards dinner and ceremony Friday 24 November 2017.

## Who is eligible to enter the awards?

- The Awards are open to any individual, team or organisation working to benefit the health and wellbeing of people within Hawke's Bay.
- Improvements, initiatives or programmes entered for the Awards must be current and operated from a base in the Hawke's Bay DHB area (though not necessarily exclusive to the district).
- Entries should reflect new initiatives commenced, work formally evaluated or completed, and results obtained during the period 1 July 2016 – 30 June 2017.

## What if I have entered the awards before?

We encourage people who have entered in previous awards programmes to enter again; either a new project or a previous project where there has been further work or review, and additional evidence and results obtained.

## What benefits will I get from entering the awards?

- The Hawke's Bay Health Awards process represents the most prestigious opportunity to showcase health in the region.
- You will gain publicity, exposure and recognition of your work, as well as the opportunity to highlight your commitment to achieving excellence in the services you provide.
- Award winners will be encouraged to present and showcase their initiative to others. This is a new enhancement to the awards programme and will ensure success and learnings are shared across the Hawke's Bay health system.

## What categories can I enter?

The award categories for this year are:

- Commitment to Quality Award
- Excellence in Innovation Award
- Excellence in Service Improvement Award
- Excellence in Clinical Practice Award
- Commitment to Reducing Inequities Award
- Excellence in Provider Collaboration and Integration Award
- Outstanding Contribution to Improving Health in Hawke's Bay

All category winners are eligible for the Supreme Award.

## Can I submit more than one entry?

An entry may be submitted into one or a maximum of two categories, provided a separate application and entry form is completed for each entry, and each entry fully addresses the category criteria and questions.

## What happens if I miss the closing date?

All entries must be in by the closing date of noon, Monday 28 July 2017. Unfortunately late entries or incomplete entries are not eligible for the 2017 Awards programme.

## Who judges my entry?

Entries will be shortlisted by Hawke's Bay's Clinical Council before going to a judging panel for final decisions to be made.

## What criteria is my entry judged against?

- Judging is based on the information provided in the entry.
- Each entry is assessed against the criteria specified in each award category, for example description of initiative, and benefits and results.
- For all entry categories except Outstanding Achievement Contributing to Improving the Health of Hawke's Bay the judges will be assessing entry content using the following weightings:  
**Your Organisation** – 10 percent  
**Description of initiative** – 35 percent  
**Benefits and Results** – 35 percent  
**Future Plans** – 20 percent
- Entries will also be assessed against the accuracy, and provision of all necessary information as outlined and requested in the entry cover sheet.
- The judges' decisions are final.

## What prizes am I eligible to win?

- Each winning entry will receive a framed certificate acknowledging their achievement.
- Prize money of \$500 will be awarded to the winning entry in each category.
- The Supreme Award winner will receive \$1500 and the Hawke's Bay Health Awards Supreme Winner trophy.
- The Supreme Award trophy is a taonga which is held in the Supreme Winner's safekeeping on behalf of all winners and the sector, until it is returned to the judges to be presented the following year.
- Highly Commended acknowledgements may be awarded in any category at the judge's discretion.

## How will I know if my entry is successful?

Award recipients will be announced at the dinner and ceremony to be held on Friday 24 November 2017. Winning individuals or teams are encouraged to give a short response when receiving their award.

## When and where will the Awards ceremony be held?

The Hawke's Bay Health Awards dinner and ceremony venue will be held at the Hawke's Bay Opera House in Hastings on Friday the 24<sup>th</sup> November 2017. Tickets will be on sale October 2017.